



# Rutledge Hall School

6850 N. East Prarie, Lincolnwood, Illinois 60712  
James Caldwell

Replace (2) Chilled Water Pumps  
*May 15, 2026*



# Replace (2) Chilled Water Pumps

May 15, 2026

Dear James Caldwell:

Hill Mechanical Services is pleased to submit the following proposal for your review and approval. We propose to furnish the necessary labor, material and equipment to perform the following scope of work. The following scope of work may be executed within the NCPA Cooperative Purchasing Contract 02-125 for "HVAC Equipment, Installation, Service & Related Products" Bid Results:

<https://www.ncpa.us/Vendors/The%20Hill%20Mechanical%20Group>

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## **Scope of Work**

1. Isolate (2) existing pumps and drain any remaining water
2. Disconnect electric and perform lockout / tagout procedures
3. Demo existing insulation
4. Set up rigging equipment
5. Disassemble, remove and dispose of (2) Inline pumps and (2) Triple duty valves
6. Install (2) new customer supplied Inline pumps, (2) Triple duty valves, and (2) VFDs
7. Provide electrical services to:
  - a. New feeder conduit and wiring from panel to new VFD location as reviewed
  - b. (2) New 3 phase/240 volt circuit breakers in existing panel
  - c. (2) Remove existing starters on wall
  - d. (2) Mount new VFD on new wall as reviewed
  - e. (2) New single point 208 volt equipment connections to new pumps
  - f. (Lot) All conduit, wiring and associated accessories included
8. Reinsulate disrupted piping
9. Perform startup and test for proper operation
10. Furnish 1-year labor warranty

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**Total cost for the above scope of work:**

**\$23,302**

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## **Exclusions and clarifications**

1. Above price is based on isolation valves holding
2. Hill is not responsible for shipping or receiving new pumps
3. BAS tie in is excluded
4. Overtime is excluded
5. Additional system problems are excluded
6. Material pricing is volatile due to current market conditions; pricing will only be guaranteed for 10 days





## Signature

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If this proposal meets your approval, please sign and we will schedule the work with you as soon as possible.

*Harley Russell*

Harley Russell  
Account Executive  
Hill Mechanical Services

May 15, 2026

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 SIGNATURE  
James Caldwell

James Caldwell

Rutledge Hall School

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Please fill out the field below:

PO Number:

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# Terms & Conditions

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1. This Standard Service Proposal or Maintenance Agreement (hereinafter sometimes referenced as "Agreement"), upon acceptance by the Customer, is made solely on the terms and conditions hereof, notwithstanding any additional or conflicting conditions that may be contained in any purchase order or other forms of the Customer, all of which additional or conflicting terms and conditions are hereby rejected by Hill Mechanical Services. Further, the parties acknowledge and agree that any purchase order issued by the Customer in accordance with this Agreement will only establish payment authority for their internal accounting purposes. Any such purchase order will not be considered by us to be a counteroffer, amendment, modification, or other revision to the terms of this agreement. No waiver, alteration or modification of the terms and conditions herein shall be valid unless made in writing and signed by an authorized representative of Hill Mechanical Services.
2. This Maintenance Agreement or Standard Service Proposal is subject to acceptance by the Customer within 30 days from the date shown on the quote, unless specified otherwise. Prices quoted are for services, labor, and material as specified in this Proposal. If acceptance of this Maintenance Agreement or Standard Service Proposal is delayed or modified, prices are subject to adjustment.
3. Title to any equipment installed in connection with this project remains with Hill Mechanical Services until all payments have been received. Payment terms are net 30 days and service charge of 1.5% per month on all past due accounts.
4. Unless Customer provides appropriate documentation of tax exemption, Customer shall pay Hill Mechanical Services, in addition to the contract price, the amount of all excise, sales, use, privilege, occupation or other similar taxes imposed by the United States Government or any other National, State or Local Government, which Hill Mechanical Services is required to pay in connection with the services or materials furnished hereunder.
5. Any and all costs, fees and expenses arising from or incurred in anticipation of any federal, state, county, local or administrative statute, law, rule, regulation or ordinance (collectively "Governmental Regulations"), Hill Mechanical Services shall not be required to bear any expense in connection with the modification, removal, replacement or disposal of any refrigerant in response to any Governmental Regulation designed to reduce or eliminate the alleged environmental hazards associated with the refrigerant.
6. The contract price stated herein is predicated on the fact that all work will be done during regular working hours of regular working days unless otherwise specified. If for any reason Customer requests that work be performed other than during regular working hours or outside the scope of services specified hereunder, Customer agrees to pay Hill Mechanical Services any additional charges arising from such additional services, including but not limited to premium pay, special freight or other fees or costs associated therewith.
7. Customer shall be responsible for all costs, expenses, damages, fines, penalties, claims and liabilities associated with or incurred in connection with any hazardous materials or substances, including but not limited to asbestos, upon, beneath, about or inside Customer's equipment or property. Title to, ownership of, and legal responsibility and liability for any and all such hazardous materials or substances, shall at all times remain with Customer. Customer shall be responsible for the removal, handling and disposal of all hazardous materials and substances in accordance with all applicable Governmental Regulations. Customer shall defend, indemnify, reimburse and hold harmless Hill Mechanical Services and its officers, directors, agents, and employees from and against any and all claims, damages, costs, expenses, liabilities, actions, suits, fines and penalties (including without limitation, attorneys' fees and expenses) suffered or incurred by any such indemnified parties, based upon, arising out of or in any way relating to exposure to, handling of, or fees and expenses) suffered or incurred by any such indemnified parties, based upon, arising out of or in any way relating to exposure to, handling of, or disposal of any hazardous materials or substances, including but not limited to asbestos, in connection with the services performed hereunder.
8. Hill Mechanical Services shall not in any event be liable for failure to perform or for delay in performance due to fire, flood, strike or other labor difficulty, act of God, act of any Governmental Authority or of Customer, riot, war, embargo, fuel or energy shortage, wrecks or delay in transportation, inability to obtain necessary labor, materials, or equipment from usual sources, or due to any cause beyond its reasonable control. In the event of delay in performance due to any such cause, the date of delivery or time of completion will be extended by a period of time reasonably necessary to overcome the effect of such delay. If the materials or equipment included in this Proposal become temporarily or permanently unavailable for reasons beyond the control of Hill Mechanical Services, Hill Mechanical Services shall be excused from furnishing said materials or equipment and be reimbursed for the difference between cost of materials or equipment unavailable and the cost of an available reasonable substitute.
9. Hill Mechanical Services shall not in any event be liable to the Customer or to third parties for any incidental, consequential, indirect or special damages, including but not limited to, loss of production, loss of use or loss of profits or revenue arising from any cause whatsoever including, but not limited to any delay, act, error or omission of Hill Mechanical Services. In no event will Hill Mechanical Services liability for direct or compensatory damages exceed the payment received by Hill Mechanical Services from customer under the agreement.
10. Hill Mechanical Services extends the manufacturer's warranties on all parts and materials and warrants labor to meet industry standards for a period of thirty (30) days from the date performed, unless a longer duration is expressly stated elsewhere in this Agreement. Hill Mechanical Services expressly limits its warranty on Customer's Equipment to cover only that portion of Equipment which had specific Services done by Hill Mechanical Services. These warranties do not extend to any equipment or service which has been repaired by others, abused, altered, or misused, or which has not been properly maintained. These warranties are in lieu of all other warranties, expressed or implied, including, but not limited to, those of merchantability and fitness for specific purpose, which are hereby specifically disclaimed.
11. Each of us agrees that we are responsible for any injury, loss, or damage caused by any negligence or deliberate misconduct of our employees or employees of our subcontractors. If any of our employees or those of our subcontractors, cause any injury, loss or damage in connection with performing their duties under this agreement, the responsible party will pay for all costs, damages, and expenses, which arise. Each of us agrees to defend and hold harmless the other party, its officers, directors and employees, from and against all claims, damages, losses and expenses, including but not limited to attorney's fees and court costs, arising out of or resulting from the performance of work hereunder, to the extent that such claim, damage, loss, or expense is caused by an active or passive act or omission of the indemnifying party or anyone directly or indirectly employed by that party, or anyone for whose acts that party may be liable.
12. This Agreement shall be binding upon and inure to the benefit of each party's respective successors, assigns and affiliates. This Agreement is governed by and construed in accordance with the laws of the State of Illinois.



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